



Police Intelligence Analyst

Department: Police

Class Code: 2140

EEO Code: 24

FLSA: N

Effective: 01/03/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in compiling, preparing, and analyzing crime statistics including the preparation of analytical reports and recommendations; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Compiles and disseminates information relating to crime reports to assist in the prevention of criminal activities and to aid in the effective deployment of resources; conducts detailed analyses of individual incident reports identifying geographic concentration of particular crimes, types and trends; prepares summary reports and analyses; makes recommendations for review by command personnel; designs and maintains computer files to aid in connecting suspects, vehicles, offenses and other components; compiles periodic statistical crime reports; prepares maps and graphs; conducts special statistical studies as assigned; designs programs, accesses data, and prints required data; reviews and designs forms; keeps abreast of current developments in crime analysis and statistical compilation methods; exchanges information with other law enforcement agencies comparing patterns and trends; identifies repeat criminals and gathers intelligence information; participates in interdepartmental committees relating to projects for selected neighborhoods and/or high crime areas for the purpose of reducing crime; participates as a team member on projects to automate manual Police functions; participates in meetings, roll calls, or informal gatherings relating to presentation of crime statistics and analysis of crime patterns or trends; forecasts criminal activity; develops concise biographical sketches of suspects (suspect profiling); coordinates and conducts police report writing training; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of modern methods and practices of patrol operations and criminal investigations; of the practices and techniques of crime research analysis; of police information systems; of related federal, state, and local laws, codes and/or ordinances; considerable knowledge of police records and reporting systems.

Considerable skill in analyzing crime reports and records, interpreting statistical information and in developing sound analytical conclusions and recommendations; considerable skill in preparing programs needed in the analysis of records and reports; in developing and maintaining effective working relationships with department personnel, other county personnel, and other law enforcement officials; in communicating effectively, orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an Associate degree in police science and three years experience in police work; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
